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ONI NEWSLETTER  
DEPARTMENT OF THE NAVY  
WASHINGTON, D. C.  
(Prepared by Op-921)

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(This newsletter is intended for dissemination to all persons concerned with investigations. Sufficient copies are furnished to allow distribution of individual copies to each Naval Intelligence Agent.)

KEEP UP THE GOOD WORK

As fall approaches, the investigative picture is beginning to shape up more favorably. Certain investigative requirements in background investigations have been relaxed and still other streamlining procedures are in prospect. Also we now have more agents on board than ever before. The combination of these factors should greatly bolster our attack on that perennial bugaboo - the backlog. In the meantime, it is gratifying to note the continued high quality of investigative work being performed. This is attributed in part to the intensive instructional program carried out in the Agents' Training School, but, in larger measure, to the loyal, hard-working efforts of the agents themselves. Increased productivity with no sacrifice in quality must be our goal, to the end that we continue to provide the Navy with the best investigative service possible.

OVERSEAS ASSIGNMENTS

Augmentation of the agent allowance in IO-CINCNELM has recently been authorized which will improve our investigative potential in that vital area of the world. Special Agents William MENDELSON of ONI and William JEPSON of DIO-12ND have been selected for this highly important assignment.

AGENT PROMOTIONS

By the time distribution of this issue is completed, many of you will already have taken the Pay Grade 10 and Pay Grade 11 examinations. It is expected that more than 100 advancements will be authorized as a result of these exams to be come effective the first pay period in October. Good luck to all candidates.

DIO INSPECTIONS

Rear Admiral V. L. Lowrance, USN, Op-92C and his assistants have completed field inspections of DIO-1ND and DIO-5ND since the last Newsletter. It is planned to conduct inspections of DIO-13, 12 and 11, in that order, during the period 6-20 October. However, this schedule is tentative, and subject to later official confirmation.

OVERDUE FORM 9's

Attention is directed to the procedure regarding the processing of OPNAV Form 5520-9. Records in ONI indicate several DIO's and IO's have received these Forms on which no return has been made to ONI. It is requested that returns be made to ONI on these Forms in as expeditious a manner as is considered reasonable.

HAZARDOUS DUTY RETIREMENT

A recent directive (ONI Notice 012000 of 25 July 1957) amends the procedure for the submission of applications for retirement by Agents under the hazardous duty provisions of the Civil Service Retirement Act. It also requires each individual agent to maintain certain personal records in connection with his case assignments. All agents should read and comply with this Notice.

ARTICLE 31, UCMJ - A GUIDE FOR INVESTIGATORS

An excellent treatise on the above subject by LTJG Gregory M. Cheplin, USNR, appears, in two parts, in the JAG Journal for July and August 1957. It is recommended reading for all Agents.

LETTER OF APPRECIATION

A letter recently addressed to a DIO from the CO of a major naval vessel illustrates how effectively our Agents can assist fleet units in criminal investigations. A portion of the letter is quoted herewith:

"The thoroughness of the investigation resulted in the apprehension of all personnel involved in the thefts and recovery or accounting of the stolen material. Participation by Naval Intelligence Agents proved to have a desirous psychological effect upon the crew which this command could not have duplicated alone. The knowledge and ability of the special agents assigned resulted in signed statements of admission that considerably reduced the effort involved in administering justice to all personnel involved in the thefts.

"The efficiency and willing cooperation demonstrated by special agents assigned by the Office of Naval Intelligence have been of immeasurable value to this command. Your assistance in these investigations has been greatly appreciated."

SPACE FOR RESIDENT AGENTS

Sometimes our resident agents fare pretty well as regards office space and facilities which are made available to them by field activities away from the District Headquarters.

The recent inspection in the FIFTH Naval District disclosed an especially favorable situation at several locations within that District. In all instances, it was found that the host facility had gone out of its way to provide suitable accommodations from which the agent could operate.

This condition speaks well for the successful team effort which has so long characterized the Navy way of getting things done. The item is worthy of mention in that we necessarily depend on our resident agencies for the accomplishment of a large portion of our field work. It is possible that some review might be made in other districts to see whether our liaison arrangements are being utilized to the maximum extent possible.

DESCRIPTIVE TITLES

In instances where the subject of a 119 carries a descriptive title, it should be set out in the following manner: Name of activity, item or incident, serial number or date of occurrence. An example would be U. S. Naval Electronics Laboratory, San Diego, California; theft of RCA Multi-meter, serial 12345 from or USS ESSEX (CVA-9); possible sabotage to, 19 July 1957.

SUPERVISING AGENTS' SEMINAR

A Seminar for Supervising Agents was conducted at the Office of Naval Intelligence during the period **3 - 7 June 1957.**

This meeting provided a most valuable forum for the exchange of ideas and the discussion of mutual problems, as well as the opportunity for renewal of personal contacts. Some of the more tangible results of the Seminar will appear in the forthcoming change to the Manual for Investigations and other directives which are in preparation. In attendance were the individuals listed below:

CDR Paul T. Haughoy, USN - Prospective ADIO-1ND  
S/A Reginald M. Savage - DIO-1ND  
S/A Henry C. Durand - DIO-3ND  
S/A William N. Moad - DIO-4ND  
S/A Hunter C. Curling - DIO-5ND  
S/A Thomas J. Fontross - DIO-6ND  
S/A William R. Clayton - DIO-8ND  
S/A Veikko E. Lovander - DIO-9ND  
S/A Charles L. Morehead - DIO-11ND  
S/A Robert D. Clayton - DIO-12ND  
S/A Walter R. Mc Kee - DIO-13ND  
S/A John T. Powell - ONI  
S/A Theodore Fason - IO-PRNC

INTRA-DISTRICT TRAINING PROGRAMS

A program for in-service training of agents based on the Manual for Investigations which has been in effect in DIO-1ND has recently been adopted for Agents assigned to OP-921D3 in ONI. Agents are assigned to familiarize themselves thoroughly with a certain Chapter or Chapters of the Manual, which they then lecture on at periodically scheduled agents' meetings. The Agent assigned is also expected to consult other sources on his subject, including case examples where available, and to be prepared to answer questions put to him by the other agents in attendance. This program is recommended for implementation by other Districts where feasible. It is suggested that transcripts of lecture notes and comments might be distributed to Resident Agents unable to attend meetings.

AGENT VACANCIES

The following agent vacancies exist by District as of 26 August 1957:



FOR OFFICIAL USE ONLY

DIO-3ND - 2	DIO-11ND - 1
DIO-6ND - 2	IO-PRNC - 1
DIO-8ND - 1	ONI - 1
DIO-9ND - 4	OVERSEAS - 2

A need for an agent with technical qualifications (primarily photographic) exists in ONI. Applications for this position have been solicited in ONI Notice 12000 of 20 August 1957, which should be read by anyone having an interest in applying.

1956 CASE PRODUCTION FIGURES

As a matter of general interest, the average case production per agent per month figures for the calendar year 1956 in the various Districts are as listed below. While it is recognized that various local factors may weight these averages, it is nevertheless considered that they represent a good overall indication of work performed. How do you measure up?

IO-PRNC	17.48	(15.07)
DIO-11ND	16.06	(19.50)
DIO-10ND	15.42	(13.00)
DIO-1ND	14.88	(14.73)
DIO-4ND	14.53	(15.07)
DIO-12ND	14.40	(15.63)
ONI-D3 Section	13.82	(15.46)
DIO-5ND	13.63	(16.71)
DIO-6ND	13.21	(13.06)
DIO-9ND	12.97	(14.53)
DIO-8ND	12.82	(16.08)
DIO-13ND	12.02	(13.93)
DIO-17ND	11.83	(9.70)
DIO-3ND	10.66	(13.00)
COMM/VMLR	9.21	(5.80)
DIO-14ND	9.16	(10.83)
COMM/VPHIL	8.73	(7.28)
DIO-15ND	7.31	(5.50)
CINCNELM	7.03	(3.26)
COMM/VFE	3.71	(2.64)

NOTE: Figures in parenthesis are 1955 production averages.

Overall average per Agent per month, 1956 - 13.30.

MISCELLANEOUS ADMINISTRATIVE AND REPORT WRITING MATTERS

Originating district, when cancelling loads to other districts should on their 152's indicate to districts having outstanding loads the reasons for cancellation (e. g., change to new duty station, resigned employment), and the status in the originating district - this aids Review and Control in determining whether the originating district is continuing or has cancelled the investigation.

On all cases having SEC interest, where FBI has been notified and has

declined jurisdiction, Districts should forward copy of reports to that local FBI field office, and mark one copy for FBI (FIO) on report accordingly.

On Background cases, 1(a), be sure to include Subject's complete name, rank/rate, serial number and military address. In cases of reserve personnel or inactive personnel for training duty, show their military status on the 119.

It is a good practice to set out in the synopsis and details the complete identity (if available) of other principals mentioned in the report by name, rank/rate, service number and military or legal address. This is helpful in cross referencing and subsequent referral to appropriate section, bureau or agency.

Some districts are forwarding reports containing signed statements from subjects, witnesses, and principals, and fail to include in the synopsis and details the statement that Subject had been warned of rights under Article 31 of UCMJ etc. Also these reports contain enclosures which are usually signed statements and are referred to in the 119 as "signed statement \_\_" in lieu of "copy of signed statement \_\_". In this same connection, it is good practice to add a statement in synopsis and in details to the effect "The original(s) of enclosure \_\_, subject's signed statement is/are being retained in files of DIO \_\_ND."

Notice of Case Pending's, (NOCP's) are sometimes received in ONI bearing a higher classification than the content set out requires. Chapter 4 of the Security Manual should be referred to when making a determination as to proper classification.

When a district is requested by Form 9 to conduct additional investigation it is not necessary, where case was marked "Closed" in that district by the controversial 119, to send in a new NOCP, since ONI files are held in a pending status until the report, including the additional investigation, is received.

In transferring control in Category 3 cases, the acquiring district may not, after notifying Subject's Commanding Officer, close the investigation while leads are outstanding in other districts. The acquiring district is expected to assign its own case number followed by "Formerly \_\_ND \_\_3.

Agents must not include their own "conclusions" in investigative reports. Use of "Agents notes" is OK. In 4(a) cases however, agents opinions are invited. (Manual 1-0207).

Districts occasionally carry a descriptive (generic) title as subject of a report where a prime suspect has been developed even though no concrete evidence, i. e., signed statement or verbal admission has been obtained. (Section 1-0603.2 of Manual).

Some districts are making their synopsis too brief, not giving clear concise facts of investigation.

It is considered good practice to set out in the synopsis and details of a 119 the value of the property recovered during the course of a 6(k) investigation.

ITEMS FOR THE NEWSLETTER

So far, the Newsletter has been largely a Headquarters effort. It is hoped that wider participation will be the rule in the future. So, if you have any information or material which may be of general interest, please send it in as a Newsletter Item. There is practically no limit on the type of subject matter solicited, so long as it has some bearing on the work of the investigator. Think about this on some of those long road trips!